

CLERK TYPIST

General Statement of Duties: Under supervision, performs a variety of routine clerical and office tasks; does related work as required.

Distinguishing Features of the Class: An employee of this class performs a variety of clerical and office tasks requiring good general clerical aptitude. Assignments are generally routine in nature but require initiative. Work of this class is distinguished from that of the division or administrative secretary positions by the more routine nature of duties, closer supervision provided, and the fact incumbent is not the primary clerical support for the division/department to which they have been assigned.

Examples of Work: (Illustrative Only)

- Types correspondence, memoranda, reports, statistical tabulations, and other materials from rough draft copy;
- Operates personal computer using office software applications;
- Operates calculator, printer, copier, fax and other office machines;
- Prepares and processes vouchers, requisition forms, purchase orders, and invoice forms;
- Organizes and maintains complex files, controls records, and indexes files;
- Researches, compiles and computes data;
- Researches web based information and public records;
- Updates department web page;
- Organizes and updates computer files and databases;
- Prepares office and departmental reports;
- Furnishes the public with general information and advice in regards to the City's policies, procedures and services;
- Serves as receptionist, directing visitors and callers to proper person or department;

Required Knowledge, Skills and Abilities: Good knowledge of modern office practices and procedures, knowledge of simple bookkeeping and accounting principles; ability to proficiently operate a personal computer and office software; ability to work independently; initiative; ability to operate officer equipment; accurate keyboarding skills at least 30 words per minute; ability to file and organize materials; ability to maintain an effective working relationship with staff, the general public, and other agencies.

Acceptable Experience and Training: Prefer completion of a standard high school course with one year's experience in general clerical and office work, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.